

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |



NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3435.1C

Effective Date: November 19,

2014

Expiration Date: November

19, 2019

[Printable Format \(PDF\)](#)

[Request Notification of Change](#) (NASA Only)

Subject: NASA Performance Management System for the Senior Executive Service

Responsible Office: Office of Human Capital Management

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [AppendixA](#) | [AppendixB](#) | [ALL](#) |

Chapter 2: Basic System Provisions

2.1 Appraisal Period

2.1.1 The Agency's performance appraisal period will be from October 1 through September 30.

2.1.2 Executives shall be appraised annually on their performance and an Annual Summary Rating assigned for the relevant period of performance of each year.

- a. The minimum period of performance that will be completed before a performance rating can be given is 90 days.
- b. The Agency may end an appraisal period at any time after the minimum appraisal period is completed, if there is an adequate basis on which to appraise and rate the senior executive(s).
- c. The Agency may not appraise and rate any career executive within 120 days after the beginning of a new Presidential administration.

2.2 Summary Performance Levels

2.2.1 The system includes five summary performance levels:

- a. Level 5 (Distinguished)
- b. Level 4 (Meritorious)
- c. Level 3 (Successful)
- d. Level 2 (Minimally Satisfactory)
- e. Level 1 (Unsatisfactory)

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [AppendixA](#) | [AppendixB](#) | [ALL](#) |

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |

DISTRIBUTION:
NODIS

This Document Is Uncontrolled When Printed.
Check the NASA Online Directives Information System (NODIS) Library

to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>
